ASSISTANT COUNTY MANAGER

DEFINITION

Under administrative direction of the County Manager, provides organizational leadership, direction and supervision to an assigned group of departments; represents the County in dealings with public officials from other jurisdictions, representatives of private industry and members of the general public; and, performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a Master’s Degree in public administration, business administration or closely related field and five years of management experience in the public sector; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATES

None

SUPERVISION EXERCISED

Exercises direct supervision over support staff and assigned department heads.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Implement policies, as directed by the Board of County Commissioners and the County Manager, and monitors assigned departments to ensure the efficient delivery of services, consistency with County practices and adherence to the County’s long range plan.

Counsel department heads and supervisory staff regarding operational and management problems and recommend alternate solutions.

Supervise department heads, which includes establishing performance standards, evaluating performance by linking accomplishments to the County’s long-range plan, reviewing the efficiency of operations, administering discipline, and making hiring recommendations to the County Manager and the Board of County Commissioners.

Represent the County in meetings with representatives from other jurisdictions, private industry, and members of the general public to resolve problems, negotiate agreements and study potential changes which impact the County.

Research and analyze data, compile reports, make recommendations and present findings to the County Manager, the Board of County Commissioners, and other jurisdictions.

Respond to citizen complaints directly, by gathering pertinent information and input for possible solutions, or referring to appropriate staff for corrective action.
Assist the County Manager in developing close coordination between staff and the Board of County Commissioners.

Recommend to the County Manager, methods, policies and programs aimed at improving County services in an efficient and cost effective manner.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
County operations, policies, and procedures.

Specific operations of assigned departments.

**Ability to:**
Use software specific to the area of assignment.

Carry out the job responsibilities with a high degree of integrity.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Principles and practices of management, organizational theory, and supervision.

Problem solving techniques.

Principles and practices of Public Administration.

Teambuilding techniques.

**Ability to:**
Analyze data and recommend appropriate solutions.

Compile comprehensive reports.

Make effective presentations to the Board, other agencies, staff, and the general public.

Practice active listening.

Demonstrate leadership and motivate others.

Interpret and apply the provisions of laws, codes, and complex legal documents.

Exercise good judgment.

Communicate effectively, orally, and in writing.

Be assertive at appropriate times.

Be diplomatic when dealing with sensitive issues.
Establish and maintain effective working relationships with elected officials, appointed department heads, county staff, and the general public.

Maintain composure and objectivity in adverse situations.

Recommend creative solutions and innovative ideas.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

May be required to attend meetings outside of normal working hours.

Ability to work in a standard office environment; ability to operate office equipment including computers, telephones, calculators, copiers, and FAX machines; sufficient hearing and speech to communicate in person or over the telephone.

_This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards._

Approved  Katy Singlaub  
Date  February 10, 2000